

## Important Dates for Public School Open Enrollment January – December, 2013

	Tracking Transfers and Tuition Waivers	Processing Applications for Regular Application Period	Processing Alternative Applications & Transfers
January	<ul style="list-style-type: none"> <li>Nonresident district (NONRES) must enter OE information for 2<sup>nd</sup> Friday in January, using 2<sup>nd</sup> Friday list in OPAL.</li> <li><u>January 31</u> – 2<sup>nd</sup> Friday list view in OPAL will be locked. Any changes after this date must be made for the individual pupil using the Change Enrollment tab.</li> </ul> <p>Ongoing Tracking Tasks:</p> <ul style="list-style-type: none"> <li>Enter withdrawals in OPAL using the Withdraw Pupils tab.</li> <li>If a pupil moves to a different school district, and continues OE, change the resident district for the following school year using the Change Enrollment tab.</li> <li>If a child's SPED status changes, either: <ul style="list-style-type: none"> <li>Notify DPI to make change for current year, or</li> <li>Change SPED status for following year using the Change Enrollment tab.</li> </ul> </li> </ul> <p>Process Tuition Waivers:</p> <ul style="list-style-type: none"> <li>NONRES grant CYTW to complete 2012-13 school year for eligible pupils who move to a new RES.</li> </ul>	<p><u>BEGIN 2013-14 APPLICATION PROCEDURES</u></p> <ul style="list-style-type: none"> <li>Nonresident district (NONRES) must designate regular and special education spaces at January school board meetings.</li> <li>Amend any policies or procedures to be used during upcoming application period (must be done before February 4).</li> <li>NONRES must notify parents if reapplication is required for middle, junior high or high school.</li> <li>Recommend that NONRES notify parents of CYTW and AYTW pupils of upcoming application period.</li> <li>NONRES &amp; resident district (RES) must provide application information to parents upon request.</li> <li>DPI issues press release to announce 2013-14 application period.</li> </ul>	<p>Receive &amp; process applications for 2012-13 school year:</p> <ul style="list-style-type: none"> <li>Parent submits paper application to NONRES, who enters application into OPAL.</li> <li>NONRES must approve or deny within 20 days. <ul style="list-style-type: none"> <li>Enter approval or denial into OPAL using Approve or Deny tab under the Exceptions tab.</li> <li>If application is approved, "enroll" pupil in OPAL under All Exception Apps tab.</li> <li>If pupil attends, report in OPAL using Change Enrollment tab. Days of enrollment = the number of days from the first day of enrollment to the end of the school term.</li> </ul> </li> <li>RES district not required to notify of approval, denial notices must be issued as soon as possible. <ul style="list-style-type: none"> <li>Enter approval or denial into OPAL using Approve or Deny tab under the Exceptions tab.</li> <li>Parent may file appeal of denial within 30 days of notice of denial.</li> <li>If pupil was not included in 3<sup>rd</sup> Friday count, report using Counted by Resident District tab under the Exceptions tab.</li> </ul> </li> </ul>
February	<p>Continue ongoing tracking tasks.</p> <p>Process Tuition Waivers:</p>	<p><u>February 4</u> – Application period begins.</p> <ul style="list-style-type: none"> <li>Parents submit online or paper applications. Parents may amend or</li> </ul>	<p>Continue to receive &amp; process alternative applications for 2012-13 school year.</p>

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February, cont.	<ul style="list-style-type: none"> <li>• NONRES grant CYTW to complete 2012-13 school year for eligible pupils who move to a new RES.</li> <li>• Pupils who move after February 4, should apply for OE for 2013-14 school year. AYTW not recommended (unless OE application would be denied).</li> </ul>	<p>delete online applications until the end of the application period.</p> <ul style="list-style-type: none"> <li>• RES may send SPED/EXPULSION records as applications come in (recommend sending records of new apps no more than once a month before application deadline)</li> <li>• NONRES may send SPED cost estimates (recommend sending estimates for new apps no more than once a month before deadline)</li> </ul>	
March & April	<p>Continue ongoing tracking tasks.</p> <ul style="list-style-type: none"> <li>• DPI will send printed lists of 2012-13 AYTW pupils to NONRES and RES. Lists must be returned on or before March 29.</li> </ul>	<p>Application period continues.</p> <p>Application period ends April 30.</p>	<p>Continue to receive and process alternative applications for the 2012-13 school year.</p>
May	<ul style="list-style-type: none"> <li>• <u>May 1</u> – by this date school districts must have entered all data in OPAL that affect 2012-13 aid transfers. The following fields will be locked to districts and all changes after that must be requested to DPI: OE status on 3<sup>rd</sup> Friday, FTE, SPED, grade and withdraw pupil. Districts may still approve and reject pending changes.</li> <li>• <u>Middle to end of May</u> – DPI will finalize the 2012-13 basic open enrollment aid adjustment and will estimate the 2013-14 basic open enrollment aid adjustment.</li> <li>• <u>On/about May 20</u> - DPI will finalize 2012 aid adjustments and provide them to the state aids team. OE aid transfer information will be in OPAL; DPI will send final lists of AYTW pupils.</li> <li>• Pupils who are eligible for AYTW should be encouraged to apply under alternative</li> </ul>	<ul style="list-style-type: none"> <li>• <u>May 1</u> - All applications must be entered into OPAL by the end of the day.</li> <li>• Begin correcting applications, including deleting duplicate applications. Must request DPI to make changes to applications.</li> <li>• <u>May 1</u> - Districts may begin acting on applications.</li> <li>• <u>May 10</u> – by this date, RES must send special education and expulsion records to NONRES.</li> <li>• <u>May 24</u> – by this date, NONRES must send estimate of special education costs to RES. If estimate is not sent by this date, NONRES may not charge any additional costs for special education (unless NONRES did not receive IEP). This estimate must be sent even if there are no additional costs.</li> <li>• Parents whose applications were denied</li> </ul>	<p>Continue to receive and process alternative applications for the 2012-13 school year.</p> <p>Alternative applications for the 2013-14 school year may not be submitted until July 1.</p>

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	procedure after July 1.	by nonresident or resident districts may file an appeal to the DPI within 30 days of the date the notice was postmarked or delivered to the parent, whichever was later.	
June	<ul style="list-style-type: none"> <li>DPI will adjust each district's final state aid payment for 2012-13 regular education open enrollment.</li> <li>School districts can begin to enter into OPAL withdrawals of non-continuing pupils for the 2013-14 school year.</li> <li>Pupils who are eligible for AYTW should be encouraged to apply under alternative procedure after July 1. (However, if AYTW is granted, send form to DPI and RES.)</li> <li>Parents may begin to file transportation reimbursement claims as soon as school is out.</li> <li>Corrections to final state aid adjustment must be submitted by June 30.</li> </ul> <p><u>END OF TRACKING 2012-13 TRANSFERS</u></p>	<ul style="list-style-type: none"> <li><u>June 7</u> – deadline for NONRES to notify parents of approval/denial. Notice must be in writing and include the reason for denial.</li> <li><u>June 7</u> – NONRES must notify parents of school assignment.</li> <li><u>June 14</u> – deadline for RES to notify parents if application is denied (notification of approval is optional). Notice must be in writing and include the reason for denial.</li> <li><u>June 28</u> – deadline for parents to notify NONRES of intent to attend. If notice is not provided, NONRES may determine that pupil will not attend.</li> <li>Parents can continue to file timely appeals.</li> </ul> <p>PTOE – applications for part-time open enrollment must be submitted six weeks before the start of the course.</p>	Alternative applications may not be submitted in June.
July	<ul style="list-style-type: none"> <li><u>July 12</u> – deadline for parents to file transportation reimbursement claims (late claims may not be paid). Claim form is on OE web site; questions should be referred to DPI.</li> <li><u>July 31</u> – Last day on which school districts can enter into OPAL withdrawals of non-continuing pupils for the 2013-14 school year.</li> <li><u>July 31</u> - All pending changes in OPAL must be approved or rejected prior to</li> </ul>	<ul style="list-style-type: none"> <li><u>July 7</u> – NONRES must enter intent to attend in OPAL.</li> <li><u>July 8</u> – last day NONRES denial may be appealed (unless denial was untimely).</li> <li><u>July 15</u> - last day RES denial may be appealed (unless denial was untimely).</li> </ul>	<u>July 1</u> – parents can begin to submit alternative applications for the 2013-14 school year.

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	rollover.		
August	<ul style="list-style-type: none"> <li>• <u>On/about August 1</u> – OPAL rolls over for 2013-14 school year. Actively Open Enrolled list is empty. All Pupils list contains: <ul style="list-style-type: none"> <li>○ All pupils who completed 2012-13 school year as OE and who were not withdrawn during the summer.</li> <li>○ All new applicants for 2013-14.</li> <li>○ Any alternative applicants who have been “enrolled” by NONRES.</li> </ul> </li> <li>• <u>August 30</u> - transportation reimbursement checks will be mailed on or before August 30.</li> <li>• Any AYTW forms submitted during the summer must be sent to DPI (however, alternative application is preferred unless application would be denied).</li> </ul>	<u>PTOE</u> <ul style="list-style-type: none"> <li>• NONRES and RES must notify parents of PTOE applicants of approval or denial at least one week before the start of the course.</li> <li>• RES must notify parent if course does not meet high school graduation standards.</li> <li>• Parent may file appeal of denial within 30 days of notice of denial.</li> </ul>	Continue to receive and process alternative applications for 2013-14 school year.
September	<u>BEGIN TRACKING 2013-14 TRANSFERS</u> <ul style="list-style-type: none"> <li>• <u>September 20</u> – 3<sup>rd</sup> Friday in September <ul style="list-style-type: none"> <li>○ If any new or continuing pupil has not attended on/before 3<sup>rd</sup> Friday, OE is terminated.</li> <li>○ NONRES district enters whether pupil is or is not OE using 3<sup>rd</sup> Friday list. (OE includes any pupil who is OE on the 3<sup>rd</sup> Friday in September or, if not in attendance on 3<sup>rd</sup> Friday, at least one day before and one day after.) Alternative application pupils are not on 3<sup>rd</sup> Friday list.</li> </ul> </li> <li>• <u>September 27</u> – 3<sup>rd</sup> Friday list view is locked. Any changes made after this date must be made in the individual pupil record.</li> </ul>	<u>September 19</u> – last day on which NONRES may accept pupils from wait list, but only if pupil is in attendance on September 20 (3 <sup>rd</sup> Friday)  <u>PROCESSING OF 2013-14 REGULAR APPLICATIONS ENDS.</u>	Continue to receive and process alternative applications for 2013-14 school year.  <u>BEGIN TRACKING 2013-14 ALTERNATIVE APPLICANTS</u> <ul style="list-style-type: none"> <li>• Use the Change Enrollment tab to report 2013-14 alternative applicants who attend NONRES: <ul style="list-style-type: none"> <li>○ If pupil attended on/before 3<sup>rd</sup> Friday in September, days of enrollment = 180.</li> <li>○ If pupil began attending after 3<sup>rd</sup> Friday in September, days of enrollment = days remaining in school term.</li> <li>○ Once pupil reported as OE, tracking continues as for “regular” OE pupils.</li> </ul> </li> </ul>
October	<ul style="list-style-type: none"> <li>• Continue ongoing tracking tasks.</li> <li>• DPI sends AYTW lists. Lists must be</li> </ul>		Continue to receive and process alternative applications for 2013-14 school year.

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	returned by October 31.		
November & December	Continue ongoing tracking tasks.	<u>BEGIN PREPARING FOR 2014-15 APPLICATION PERIOD</u> <ul style="list-style-type: none"> <li>• Review/amend policies.</li> <li>• Ensure OPAL contacts are current.</li> <li>• Ensure OPAL users are authorized.</li> <li>• Establish procedures to respond to questions and receive applications.</li> <li>• Attend OE workshops.</li> </ul>	Continue to receive and process alternative applications for 2013-14 school year.

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